

## 0.2 Cultural Landscape Report Deliverables

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### 0.2 Prepare Cultural Landscape Report Introduction

#### 0.2.1 Prepare Cover Page:

- Include the report title, name(s) of landscape areas), name(s) of primary authors and investigators with affiliated office, regional office, department, and, date of report.
- List project managers, and other contributors who did not prepare the text, in an acknowledgement section.
- Provide a signature page to follow the cover page with “recommended by” and “approved by” signature lines to document acceptance of the CLR (*Traditionally the CLR is recommended by the office preparing the report and approved by a park superintendent and/or regional director*).
- List most current date of report
- List project managers and other contributors in an acknowledgement section.

#### 0.2.2 Prepare Table of Contents:

- Format according to the main Cultural Landscape Report section headings and include appropriate sub-headings based on the report's content
- When Appropriate, Include List of Illustrations and their Credits

#### 0.2.3 Prepare Introduction:

Include:

- Management summary describing the purpose of the project
- Historical overview that provides a brief historical context for the landscape
- Description of the scope of the project and methodology for completing it
- Description of study boundaries
- Summary of findings

## 1.0 Prepare Part 1- Site History, Existing Conditions, Analysis, and Evaluation

### 1.1 Describe Site History

*Site History* includes a narrative history of the landscape describing, as appropriate, the historic context, design intent, primary design principles, key developments, physical relationships, patterns, features, and important individuals or events; and a historical base map/period plan for each significant historic period.

### 1.2 Describe Existing Conditions:

*Existing Conditions* includes a definition of site boundaries, an accurate site map, and a brief description of current resources, primary features, access, and site use.

### 1.3 Analysis and Evaluation:

*Analysis and Evaluation* includes an inventory and documentation of significant characteristics and features based on National Register criteria, a condition assessment of those features, and related site information.

- List and describe salient characteristics of all interior and exterior features that significantly contribute to the physical character and historic significance of the structure.

- As appropriate, prepare a component-by-component, narrative assessment of all significant characteristics and features

## **2.0 Prepare Part 2- Treatment**

This section describes the preservation strategy for long-term management of the cultural landscape based on its significance, existing condition, and use. It also includes a discussion of overall management objectives for the site as documented in planning studies or other management documents. The treatment section may address the entire landscape, or a portion, or a specific feature within it. Treatment is described in a narrative text, treatment plan, or design alternatives.

### **2.1 Discuss and Analyze Treatment**

- Discuss and analyze the ultimate treatment and use of the site as defined in park planning documents.
- Present alternative approaches
- Outline compliance requirements to applicable laws, and regulations surrounding issues of life safety, fire protection, energy conservation, abatement of hazardous materials, and universal accessibility.
- Present and evaluate alternative approaches to the ultimate treatment in both narrative and graphic form.
- Assess recommended treatments and their effect on character-defining features—qualities that make the structure eligible for the National Register of Historic Places, i.e

### **2.2 Describe preservation strategy**

- Describe preservation strategy based on the four primary treatments identified in the Secretary of the Interior's Standards for the Treatment of Historic Properties:

[Preservation](#)

[Rehabilitation](#)

[Restoration](#)

[Reconstruction](#)

### **2.3 Describe overall management objectives**

- Discuss overall management objectives for the site as documented in planning studies or other management documents

## **3.0 Prepare Part 3- Record of Treatment**

*Part 3: Record of Treatment* documents the actual treatment with photographs, sketches, accounting data, and narratives outlining the course of work, conditions encountered, and materials used. This section also contains copies of the field reports, condition assessments, and contract summaries. It is usually included as an appendix or addendum to the CLR.

### **3.1 Summarize the Following**

- The intent of the work
- The way in which the work was approached and accomplished
- The time required to do the work
- The cost of the work

- Describe any information about the history of the site based on physical evidence discovered during construction

### **3.2 Include Technical Data**

- Copies of the field reports
- Material data sheets
- Field notes
- Correspondence
- Accounting
- Spreadsheets
- Contract Summaries

## **4.0 Prepare Appendix, Bibliography, and Index**

This section contains supplemental drawings, illustrations, maps, photographs, technical information, or other support documentation; a list of sources used in preparing the document; and references to material in the document, respectively.

### **4.1 Prepare Bibliography**

### **4.2 Prepare and Insert Photographs**

### **4.3 Prepare and Insert Drawings**

### **4.4 Insert Historical Documents**

### **4.5 Insert Supplementary Reports**